AutoFilter

AutoFilters are the most straightforward of the three filter types, and work by inserting a combo box into one or more data columns (Figure 465). To add an AutoFilter to one or more columns, simply select the columns, then select **Data > AutoFilter** on the Menu bar. To access the AutoFilter combo box for a column, click on the down-arrow button in the first cell of that column.

To remove an AutoFilter, select the columns again and select **Data > AutoFilter** on the Menu bar. Each combo box and down-arrow button will disappear. In this way, the menu option acts like a toggle for AutoFilters. To add or remove an AutoFilter to all columns at the same time, do not select any specific column before selecting the **Data > AutoFilter** option, just click on any cell of the table prior toggle the AutoFilter on or off.

Each AutoFilter combo box has the following set up of criteria:

- A basic sort can be applied using the **Sort Ascending** and **Sort Descending** options.
- Selecting the **Top 10** filter causes the ten rows with the largest values to be displayed. More than ten rows may be displayed if there are multiple instances of large values in a column. For example, if there are eleven students with a perfect score of 100, then the filter will display all eleven instances. Similarly, if there are six students with a score of 100 and six other students with a score of 99, then the filter will display twelve instances.
- Selecting **Empty** hides all non-empty rows that contain a value in the current column. Likewise, selecting **Not Empty** hides all non-empty rows that lack a value in the current column. Entirely empty rows are ignored.
- The **Standard Filter** option opens the Standard Filter dialog (Figure 466) and automatically sets the current field as the field for the first condition in the dialog.
- Check the **All** box to display or hide all values in the current column.
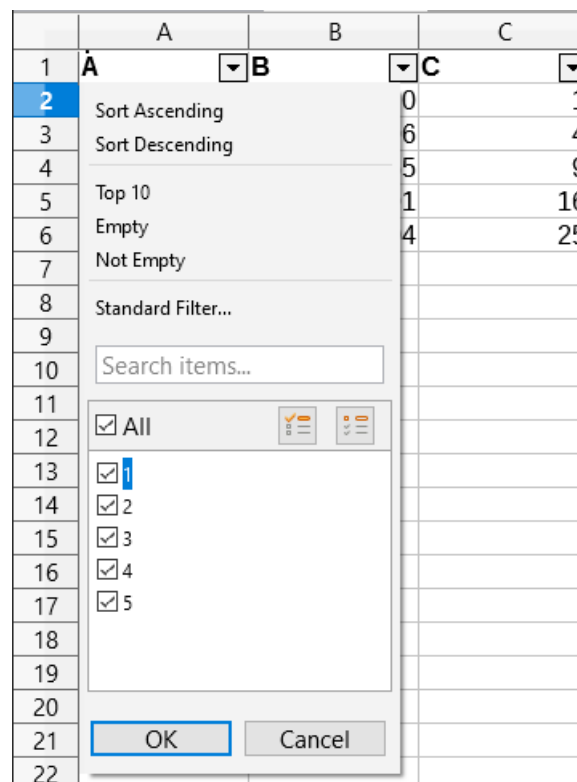- The auto filter creates entries for each unique value in the current column. These values can be filtered simply by checking off any of the check boxes next to each entry.

Figure 465: Auto filter combo box